

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide [3] paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by 4:00pm on Wednesday December 15, 2004. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting

system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 - \$100,000.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES FOR  
AS-NEEDED TRAVELING MIX INSPECTOR (TMI)

Project Location: Various HMA paving projects located through the Grand Region  
Control Section, Job Number: (Various control sections; various job numbers)  
Description of Work: As-needed TMI duties for the Grand Region.

- I. Primary Prequalification Classification: Bituminous Plant Inspection and Testing Services
- II. Secondary Prequalification Classification: N.A.

The anticipated start date of the service is March 1, 2005. The anticipated completion date of the service is January 30, 2006.

DBE Requirement: 0%

III. DEFINITIONS

- A. Grand Region Area:  
The following counties are in the Grand Region: Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana and Ottawa.
- B. Michigan Department of Transportation (MDOT) Project Engineer Manager:  
David A. Phillips  
1420 Front NW  
Grand Rapids, Michigan 49504  
Phone (616) 451-3091  
E-mail: [phillipsd@michigan.gov](mailto:phillipsd@michigan.gov)

IV. BRIEF DESCRIPTION OF SERVICES TO BE PERFORMED

The selected Consultant shall be prepared to perform construction traveling mix inspector (TMI) duties on an independent, as-needed basis for projects in the Grand Region which involve the evaluation of the quality control and quality assurance for the production of Hot Mix Asphalt (HMA) mixtures. These duties involve but are not limited to the following:

- A. Provide technical monitoring of HMA plant operations at the plant and at the laboratory doing the testing of the HMA mixture to ensure conformance with specifications and established procedures. Collect and maintain liquid asphalt tickets and asphalt samples to ensure quality products.

- B. Coordinate laboratory mix design with field operations prior to start and during production of HMA mixtures at the plant site. Evaluate asphalt plants for proper calibration and that all materials and equipment comply with specification requirements. Independently perform prequalification inspection of asphalt plant and advise department engineers and contractors of deficiencies. Advise the MDOT construction engineers in the technical matters regarding manufacturing and placing HMA mixtures and any problems that may arise during this operation. Provide technical guidance in the pre-construction (if called on) and pre-production meetings involving HMA items and advise project engineers in the special technical HMA areas. Ensure and coordinate that a pre-production meeting is held on all HMA projects.
- C. Provide for the transfer of technical expertise and information between the field and the technical services subunit at the testing laboratory in the Secondary Complex. This includes interpreting laboratory test results, mix design data, procedures, specifications, and other technology related to HMA production and predicting and evaluation as they apply to field conditions. Coordinate Referee Test information from project to testing laboratory to Department engineers. Assist in specialized investigations and evaluation of new materials and pavement performance.
- D. Attend and participate in various meetings, such as the quarterly TMI meeting, relating to specifications, production, testing and placing of HMA mixtures and other related duties.
- E. Provide technical assistance and expertise on MDOT and local agency projects to HMA street inspectors. This specialty requires in-depth knowledge and expertise in various areas such as construction equipment, HMA mixtures, aggregate, HMA materials, specifications, procedures and construction and inspection techniques.
- F. Train Grand Region MDOT personnel in the TMI duties as needed and ensure that the overall integrity of Sampling HMA Behind the Paver according to MTM 324 and appropriate special provisions is maintained on a region-wide basis. This may involve training, witnessing, and qualifying candidate technicians in the sampling process.

V. TASK AND LEVEL OF EFFORTS

- A. The Consultant is responsible for providing a person who has sufficient expertise and technical background to adequately perform the above duties. The Consultant shall be QA/QC certified.
- B. The Consultant Technician shall have a valid driver's license and provide adequate transportation.
- C. The Consultant Technician shall have communication capabilities. A cell phone and laptop will be considered as the minimum requirement. The Consultant will be responsible for all related costs.

- D. The Consultant shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- E. The Consultant Technician will provide the Project Manager a weekly summary, itemized by job numbers, of time and mileage charged to the various MDOT projects on which the Consultant works.
- F. The Consultant Technician may be required to lift heavy objects up to 100 pounds, climb to high places, and work with hot material and/or hazardous material and chemicals. Long hours of driving during the day and possibly the night and weekends are normal. Phone calls are possible during off duty hours. The Consultant Technician needs to be able to work independently with a high degree of self motivation and trustworthiness.
- G. The Consultant Technician should have an Associates Degree in Civil Technology or equivalent or have at least three years experience in doing TMI duties, have a thorough understanding of volumetric bituminous mix designs, and extensive experience in Quality Assurance of HMA mixtures. QA/QC certification is required.
- H. The Consultant Technician will not be required to teach or train at various MDOT or industry schools unless approved by the Project Manager.
- I. An end of year summary will be required detailing how the past year went, including but not limited to, production history, tonnage graph, summary of referee testing, sampling behind the paver certifications, etc.
- J. The Consultant TMI will be required to train an MDOT person if asked to in all aspects of the TMI duties and responsibilities so that the MDOT person can become thoroughly knowledgeable with this position.

VI. INFORMATION AND/OR SERVICES THAT WILL BE PROVIDED BY M.D.O.T.

- A. All questions can be directed toward the MDOT Grand Region Materials and Technology Engineer, David Phillips, at (616) 451-7007.
- B. MDOT will provide plans, proposals, specifications, procedure manuals, etc. needed for the various projects.

VII. DURATION OF CONTRACT

This contract shall be effective from March 1, 2005 to January 30, 2006.

VIII. CONSULTANT PAYMENT

- A. All invoices/bills for services must be directed to the Department and follow the "then current" guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

- B. Payment to the Consultant for services rendered shall not exceed the “Cost Plus Fixed Fee Not to Exceed Maximum Amount” unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administration, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.
- D. Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal. The fixed fee allowed for this project is 11%. One qualified inspector will be required on an as-needed basis during the construction season. “As-needed basis” is dictated by the various contractors’ HMA paving schedules on various MDOT projects. Partial day, night and weekend work is possible.